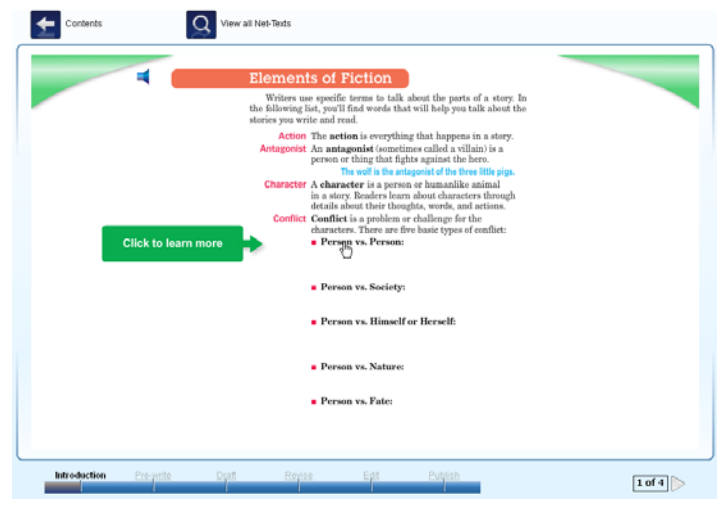


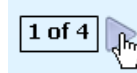
3. View the first page in the section, following the audio track and animated tip boxes to reveal the available interactive content.



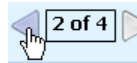
To toggle the audio track on or off on any page, click the **Audio** icon.



You can click the forward arrow next to the page number to move to another page.



You can click the back arrow next to the page number to move back to the previous page.



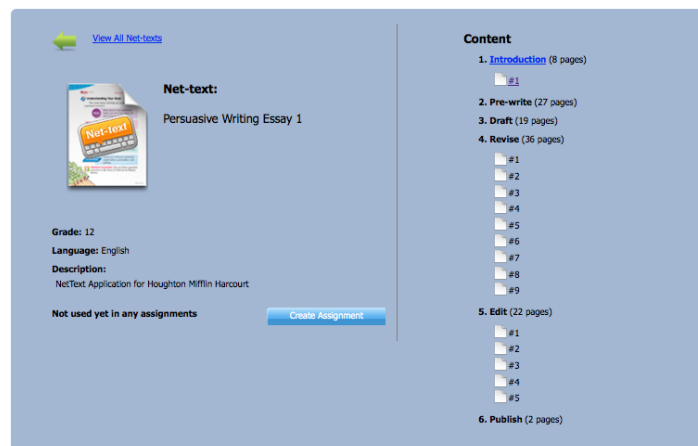
6.3 Create Assignment

Once you have selected a Net-text activity to assign to your students, you can launch a wizard that steps you through creating an assignment. To create an assignment from within Net-text:

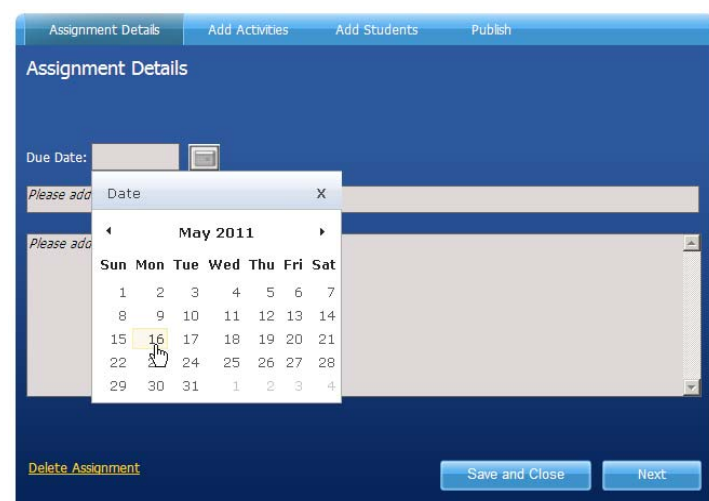
1. Launch Net-text and preview an activity.



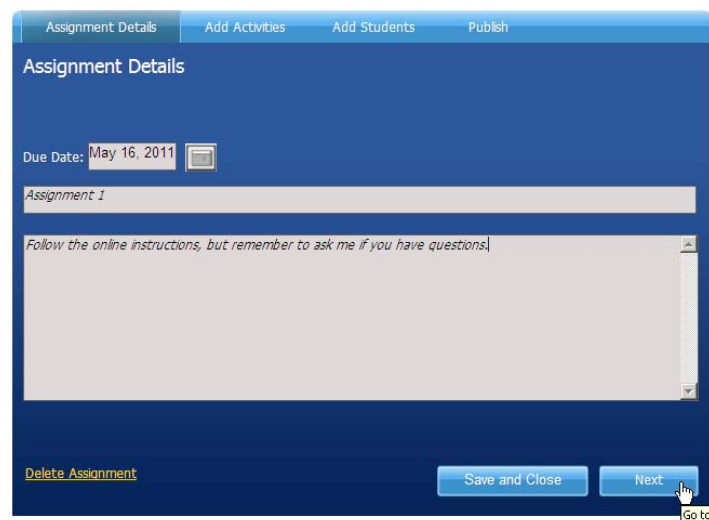
- Click **Create Assignment** in the left-hand pane of the teacher contents screen.



- Click the **Calendar** icon and select a due date.



- Add a title for the assignment and some instructions, and then click **Next**.



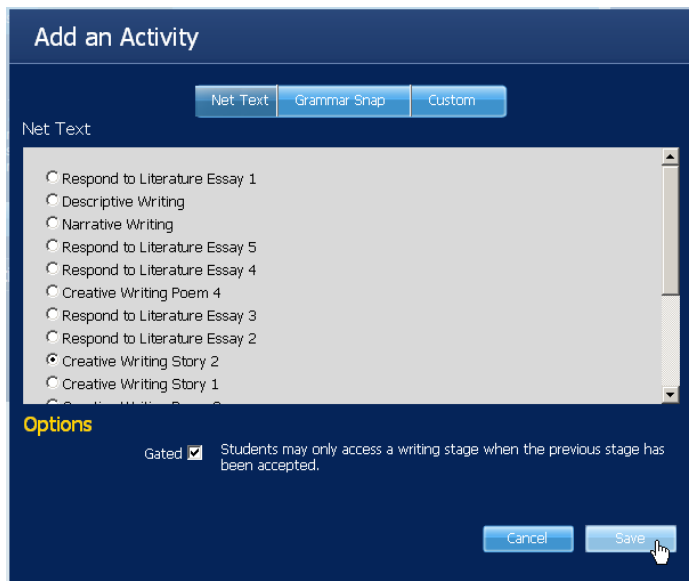
5. Click **Add an Activity**.



The screenshot shows the 'Add Activities' screen with tabs for 'Assignment Details', 'Add Activities', 'Add Students', and 'Publish'. The 'Add Activities' tab is active. Below the tabs, there is a section titled 'Add an Activity' with a plus icon and the text 'Add an Activity'. A mouse cursor is pointing at this button. At the bottom, there are buttons for 'Delete Assignment', 'Save and Close', and 'Next'.

6. Select the Net-text activity from the list and click **Save**.

Note: When the **Gated** check box is selected, you need to review and approve each stage of the assignment.



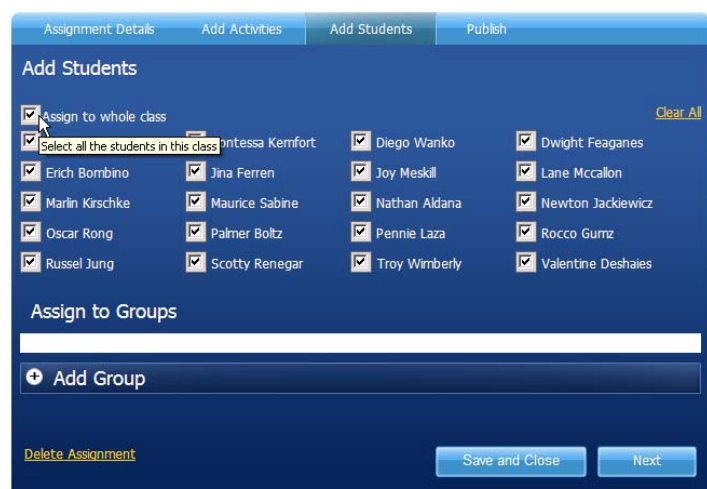
The screenshot shows the 'Add an Activity' screen with tabs for 'Net Text', 'Grammar Snap', and 'Custom'. The 'Net Text' tab is active. Below the tabs, there is a list of activities under the heading 'Net Text'. A mouse cursor is pointing at the 'Creative Writing Story 2' option. Below the list, there is an 'Options' section with a 'Gated' checkbox checked. At the bottom, there are buttons for 'Cancel' and 'Save'.

7. Click **Next** again.



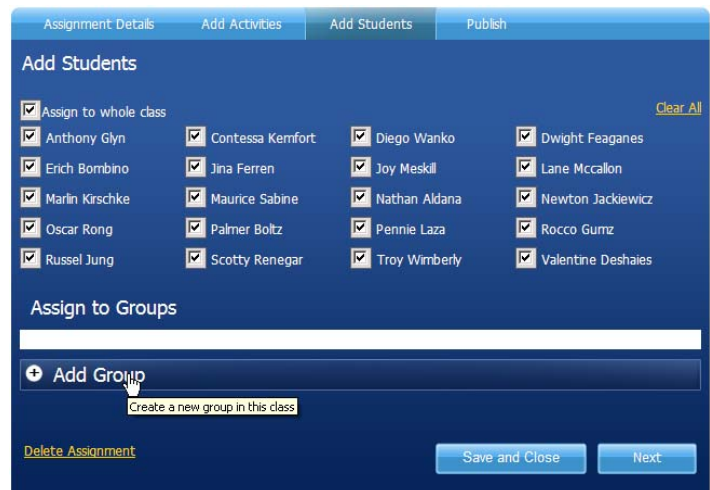
The screenshot shows a single blue button labeled 'Next' with a mouse cursor pointing at it.

8. Select particular students to receive the assignment, or click **Assign to whole class**.

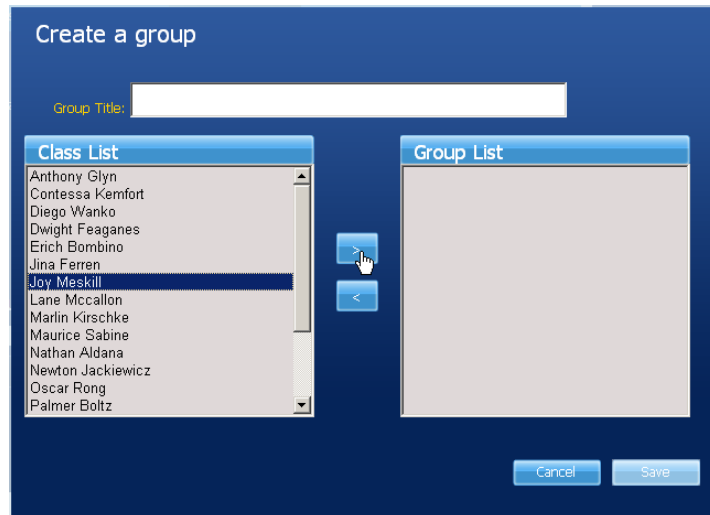


The screenshot shows the 'Add Students' screen with tabs for 'Assignment Details', 'Add Activities', 'Add Students', and 'Publish'. The 'Add Students' tab is active. Below the tabs, there is a section titled 'Add Students' with a plus icon and the text 'Add Student'. A mouse cursor is pointing at the 'Assign to whole class' checkbox. Below this, there is a list of students with checkboxes next to their names. At the bottom, there is a section titled 'Assign to Groups' with a plus icon and the text 'Add Group'. At the bottom right, there are buttons for 'Delete Assignment', 'Save and Close', and 'Next'.

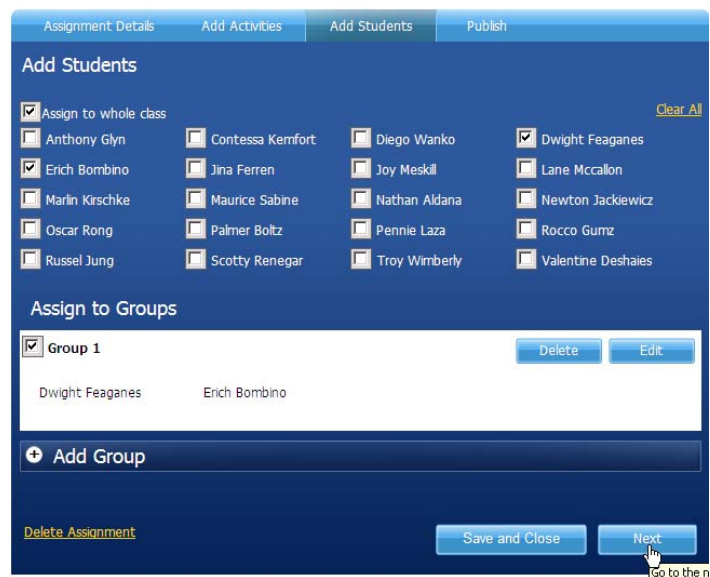
9. Choose a group from the **Assign to Groups** list or click **Add Group** to add a new group.



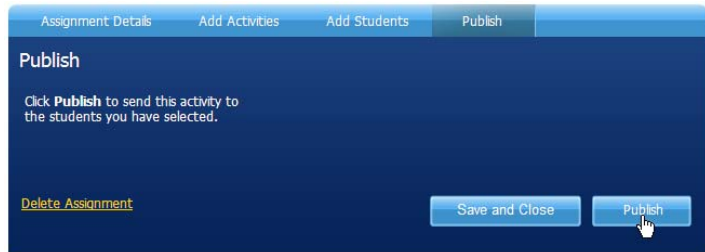
10. On the **Create a Group** screen, choose students to add to the **Group List**, give the group a title, and click **Save**.



11. Click **Next**.

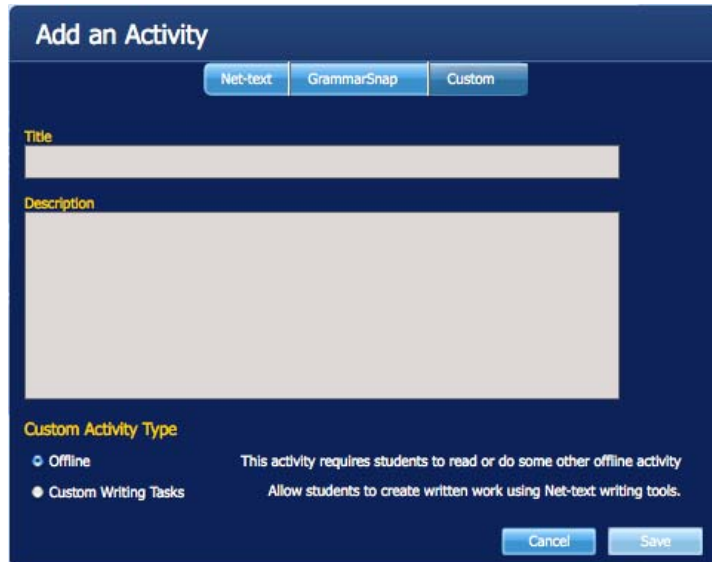


- Click **Publish** to send the activity to the students.

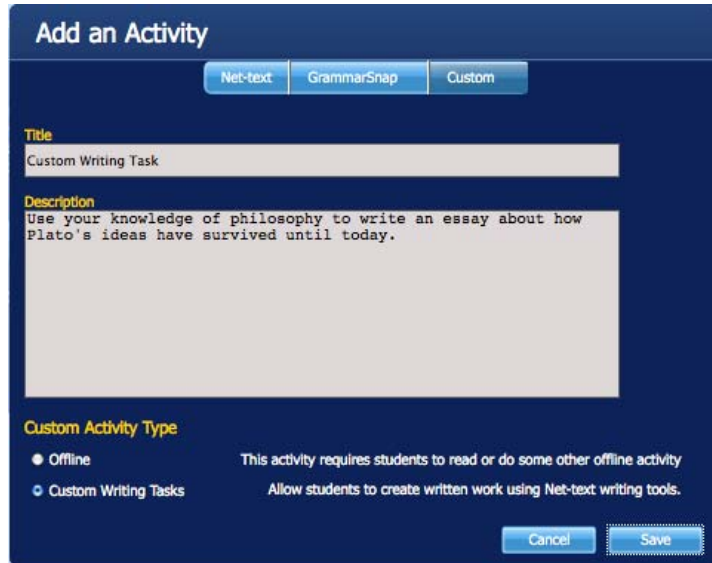


6.4 Create Custom Assignment


- Click the **Custom** tab in the **Add an Activity** screen.



- Add a title and description. Then choose to assign students an offline activity or a custom writing task.



3. Click Save. The assignment will appear in the **Add Activities** tab. Follow the rest of the steps for assigning the activity as described in section 6.3.



The screenshot shows the 'Add Activities' tab in a software interface. At the top, there are four tabs: 'Assignment Details', 'Add Activities' (which is selected), 'Add Students', and 'Publish'. Below the tabs, the 'Add Activities' section has a blue header with the title 'Add Activities'. Underneath the header, there is a text box that says: 'Click Add an Activity to add Net-text, GrammarSnap, or other content to the assignment. Click Next if you want to skip adding content to the assignment.' Below this text box is a table with three columns: 'Type', 'Instructions', and 'Options'. The 'Type' column has a radio button next to a blue circle. The 'Instructions' column contains a text box with the text: 'Custom Writing Task Use your knowledge of philosophy to write an essay about how Plato's ideas have survived until today.' The 'Options' column has two buttons: 'Delete' and 'Edit'. Below the table is a text box with a plus icon and the text 'Add an Activity'. At the bottom right of the interface are two buttons: 'Save and Close' and 'Next'.

6.5 Close Net-text

To close Net-text, click any icon on the left of the screen.

7. GrammarSnap

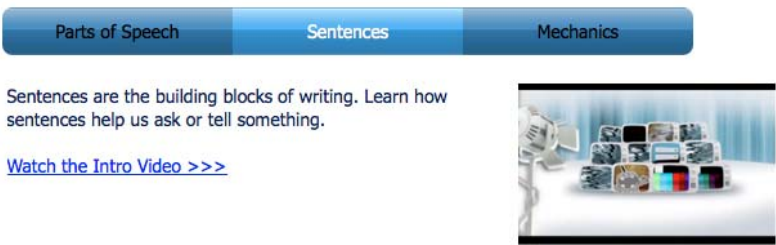
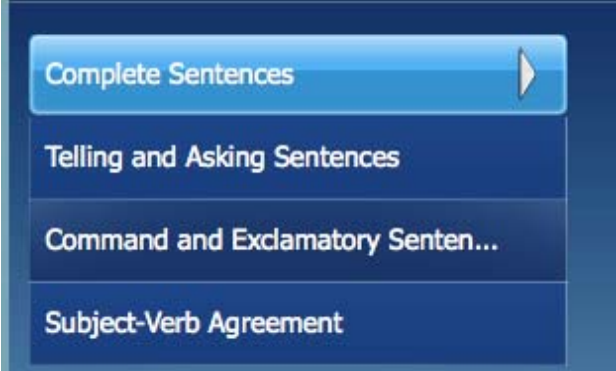

GrammarSnap is a collection of grammar mini-lessons, videos, practice activities, games, and quizzes for students. Students can complete GrammarSnap activities as part of a larger assignment or as stand-alone activities. On the English language version of *Write Source Online*, students can accumulate points on their GrammarSnap activities. They can use these points to add items to their Avatar. For example, they can add a new item of clothing or change an existing item of clothing.

7.1 Launch GrammarSnap

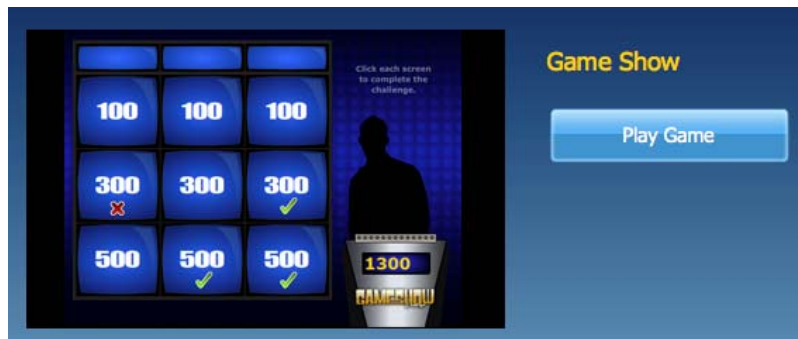
To launch GrammarSnap, click the **GrammarSnap** icon on your dashboard.



7.2 Preview GrammarSnap Activities

<p>1. Click the tab of the content area you want to preview: Parts of Speech, Sentences, or Mechanics.</p>	
<p>2. Click the lesson you want to preview.</p>	
<p>3. Click the activity for the lesson that you want to preview.</p>	

4. The activity will show in the preview screen.




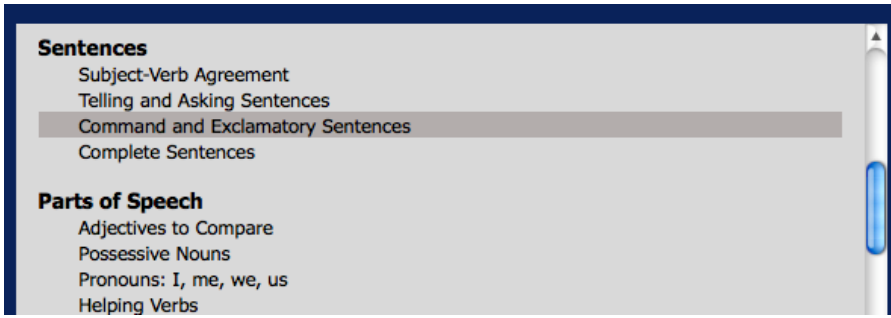
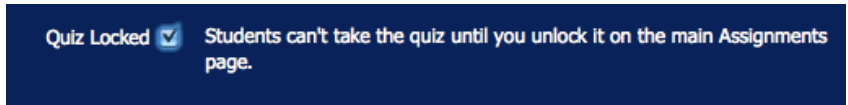
7.3 Select GrammarSnap Activities for Assignments

You can include GrammarSnap activities as part of assignments to your students using two methods. You can create a new assignment for the students and add GrammarSnap activities to it, or you can add GrammarSnap activities to an existing assignment.

7.3.1 Add GrammarSnap Activities to New Assignment

For details about creating assignments, refer to the *Creating and Managing Assignments* section of the User Guide.

- Launch the Create Assignment wizard to create a new assignment.
- Define the details of the assignment.
- Add activities to the assignment by taking the following steps:

1. Select the GrammarSnap tab at the top of the Add an Activity screen.	
2. Select the GrammarSnap activity that you want to assign.	
3. If you want to lock the GrammarSnap quiz so the students cannot take it until you assign it to them, check the Quiz Locked check box.	

- When you finish making your GrammarSnap selection, click **Save**. To cancel, click **Cancel**.



7.3.2 Add GrammarSnap Activities to Existing Assignment

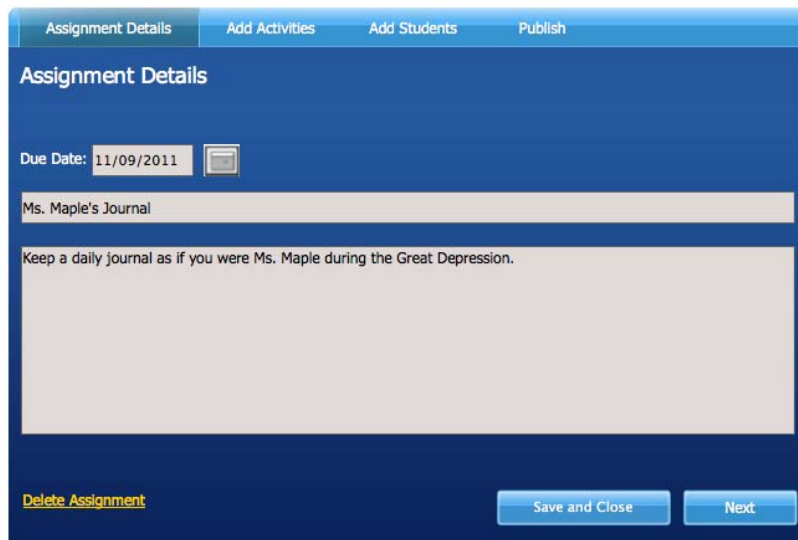
- Select the assignment from the list by clicking **View All** next to **Active Assignments** on your dashboard.

Active Assignments [View All >](#)

- Scroll through the list of active assignments until you find the one you want. The assignment will appear highlighted at the top of the list. To delete or edit the assignment, click **Edit**.



- Clicking **Edit** will take you to the Add Assignment Details screen. Click **Add Activities** and repeat the steps in the *Add GrammarSnap Activities to a New Assignment* table above.



Assignment Details

Due Date: 11/09/2011

Ms. Maple's Journal

Keep a daily journal as if you were Ms. Maple during the Great Depression.

[Delete Assignment](#) [Save and Close](#) [Next](#)

7.4 Create Assignment Using GrammarSnap

To create an assignment using GrammarSnap, follow the directions titled *Launch the Create Assignment Wizard to Create a New Assignment* in the *Creating and Managing Assignments* section of this User Guide.

7.5 Close GrammarSnap

To close GrammarSnap and go to another part of *Write Source Online*, click any icon on the left navigation bar.

8. Creating and Managing Assignments

The Creating and Managing Assignments feature allows you to manage and monitor each student's progress on their assignments, whether the assignment is online or offline. It also lets you assign a due date to each activity, access and grade each assignment, and set up a process for students to complete peer reviews. For each stage of the assignment, you can send students system-generated messages to guide them through the work.

In this section, find out how to:


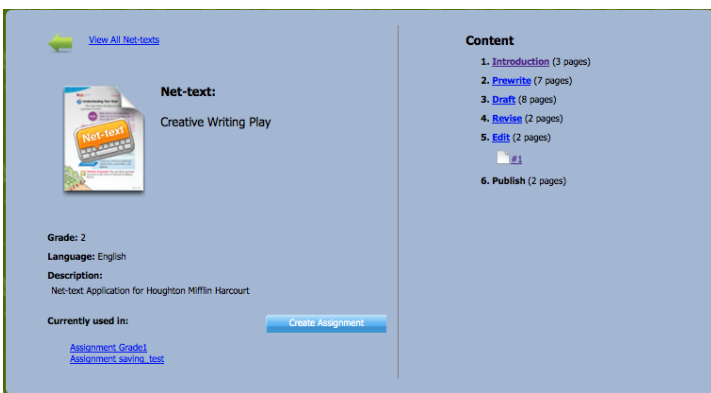
- Launch the Create Assignment wizard and create an assignment.
- Edit, copy, or delete an assignment.
- Review student progress on an assignment.
- Accept or reject student submissions on an assignment.
- Add notes and provide a grade for an assignment.

8.1 Create Write-Along

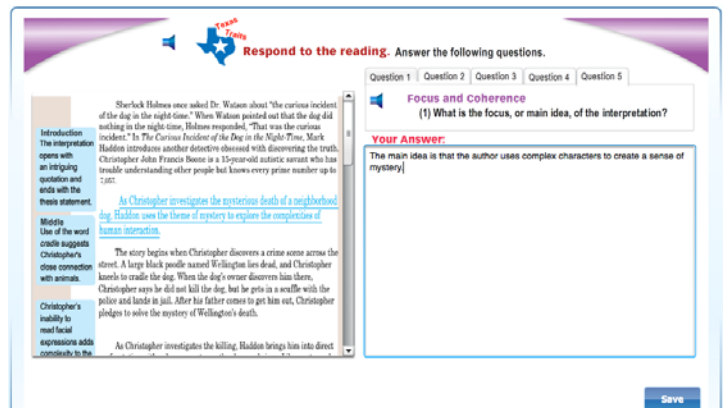
A Write-Along is a sample assignment that you create for your students.

8.1.1 Add Student-Facing Content to Net-text Assignment

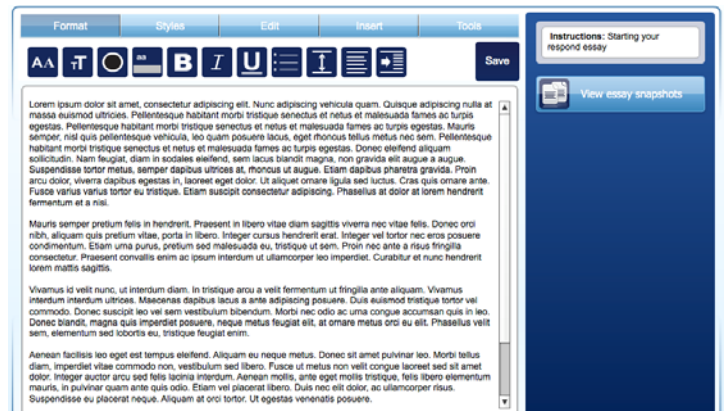
In a Net-text assignment, you can fill in sample text for students and save samples to your Portfolio.

<p>1. Click the Net-text assignment for which you would like to add sample text.</p>	
<p>2. Click a section or page from the Content list to navigate to that location.</p>	

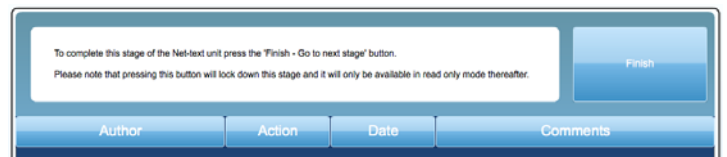
- Work through the entire assignment, adding text where you wish. Any answers you save will appear as the correct answer for the students who work on the assignment.



- If the assignment is an essay, you can type or copy and paste an example into the writing field, and then click **Save**. Continue through the assignment until you reach the **Publish** stage.



- At the **Publish** stage, click **Finish** to complete your version of the assignment.

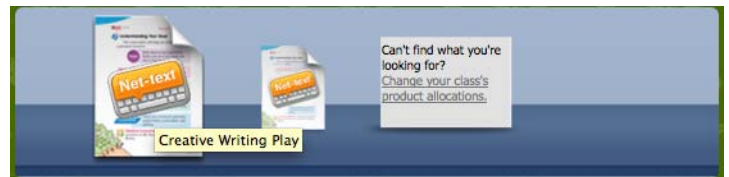


- The essay you saved is now in your Portfolio, but it is not yet visible to students. Click the **Portfolio** icon to navigate to your portfolio.

8.1.2 Add a Write-Along to Net-text Assignment

In a Net-text assignment, you can fill in sample text as a Write-Along for students. This text will stay in the Net-text assignment and will not go into your Portfolio.

- Click the Net-text assignment for which you would like to add a Write-Along.



- Click a section or page from the Content list to navigate to that location.



[View All Net-texts](#)

Net-text:
Creative Writing Play

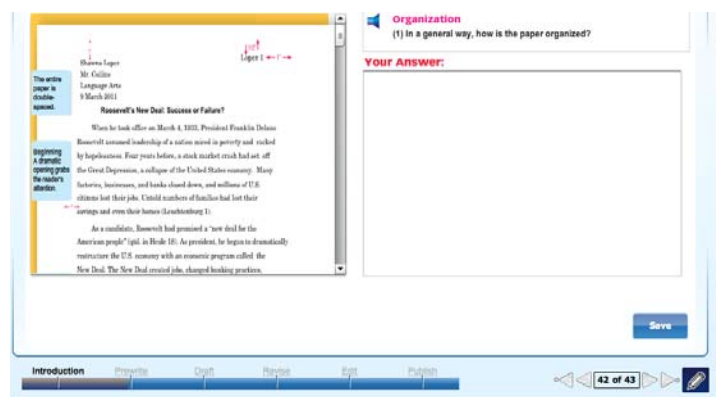
Grade: 2
Language: English
Description:
Net-text Application for Houghton Mifflin Harcourt
Currently used in:
[Assignment Graded](#)
[Assignment saving Test](#)

Content

- [Introduction](#) (3 pages)
- [Prewrite](#) (7 pages)
- [Draft](#) (8 pages)
- [Revise](#) (2 pages)
- [Edit](#) (2 pages)
- [Publish](#) (2 pages)

[Create Assignment](#)

- Click the pencil icon in the lower right corner of the screen to begin your Write-Along.



Organization
(1) In a general way, how is the paper organized?

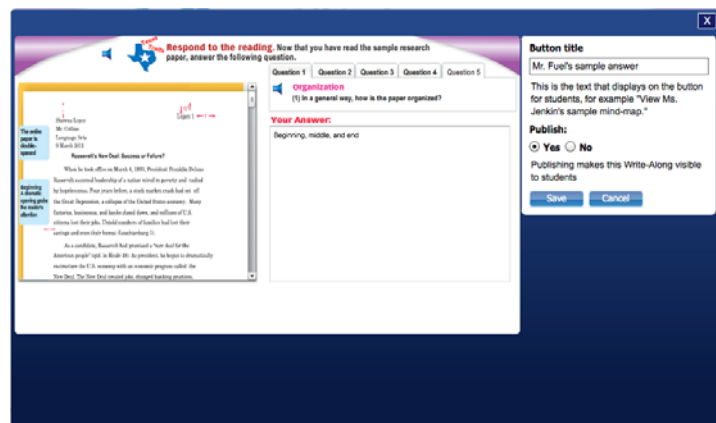
YOUR ANSWER:

[Save](#)

Introduction Prewrite Draft Revise Edit Publish

42 of 43

- Type or copy and paste an example into the **Your Answer** field. Choose a name for the button that will appear when students reach that point in the assignment. Then choose the **Yes** radio button and click **Save** to publish your Write-Along.



Respond to the reading: Now that you have read the sample research paper, answer the following question.

Organization
(1) In a general way, how is the paper organized?

YOUR ANSWER:
Beginning, middle, and end

Button title
Mr. Foe's sample answer

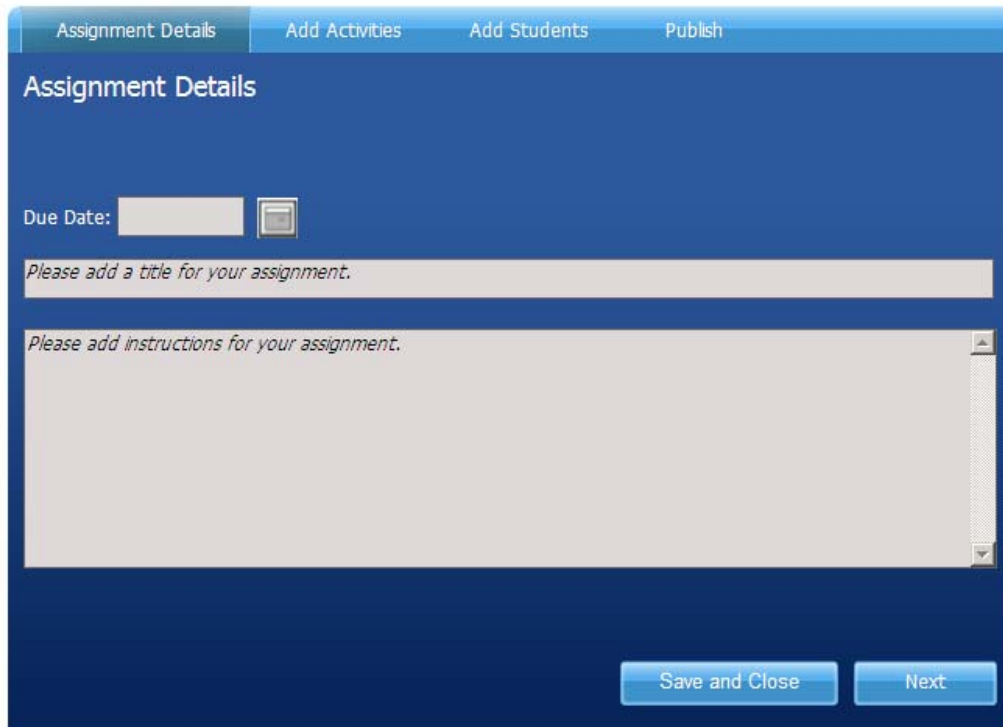
This is the text that displays on the button for students, for example "View Ms. Jenkins's sample mind-map."

Publish:
☒ Yes ☐ No
Publishing makes this Write-Along visible to students

[Save](#) [Cancel](#)


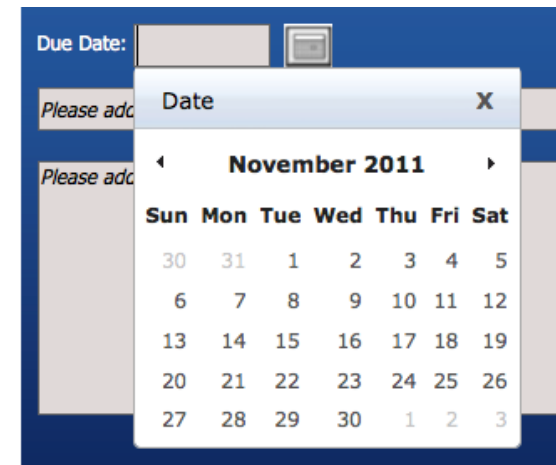
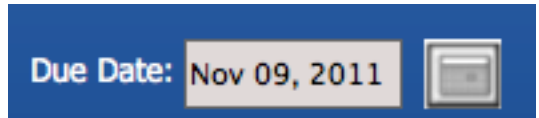
8.2 Create Assignment

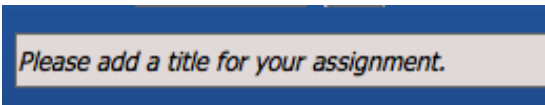
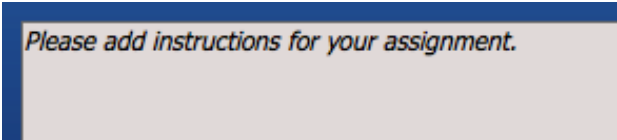
- To create a new assignment, click **Create Assignment** on the dashboard.
- Enter the assignment details in each field of the Assignment Details tab, as shown in Figure 8-1.



The screenshot shows the 'Assignment Details' tab selected in a navigation bar. Below the tab, there is a 'Due Date:' label followed by a text input field and a calendar icon. Below this, there are two large text areas with placeholder text: 'Please add a title for your assignment.' and 'Please add instructions for your assignment.' At the bottom right, there are two buttons: 'Save and Close' and 'Next'.

Figure 8-1. Assignment Details tab

<p>To enter the assignment Due Date, click the Calendar icon.</p>	
<p>Find the Due Date you want on the calendar and click the Date.</p>	 <p>The calendar pop-up shows the month of November 2011. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date 'Nov 09, 2011' is highlighted in the calendar.</p>
<p>The assignment Due Date appears in the Due Date field.</p>	

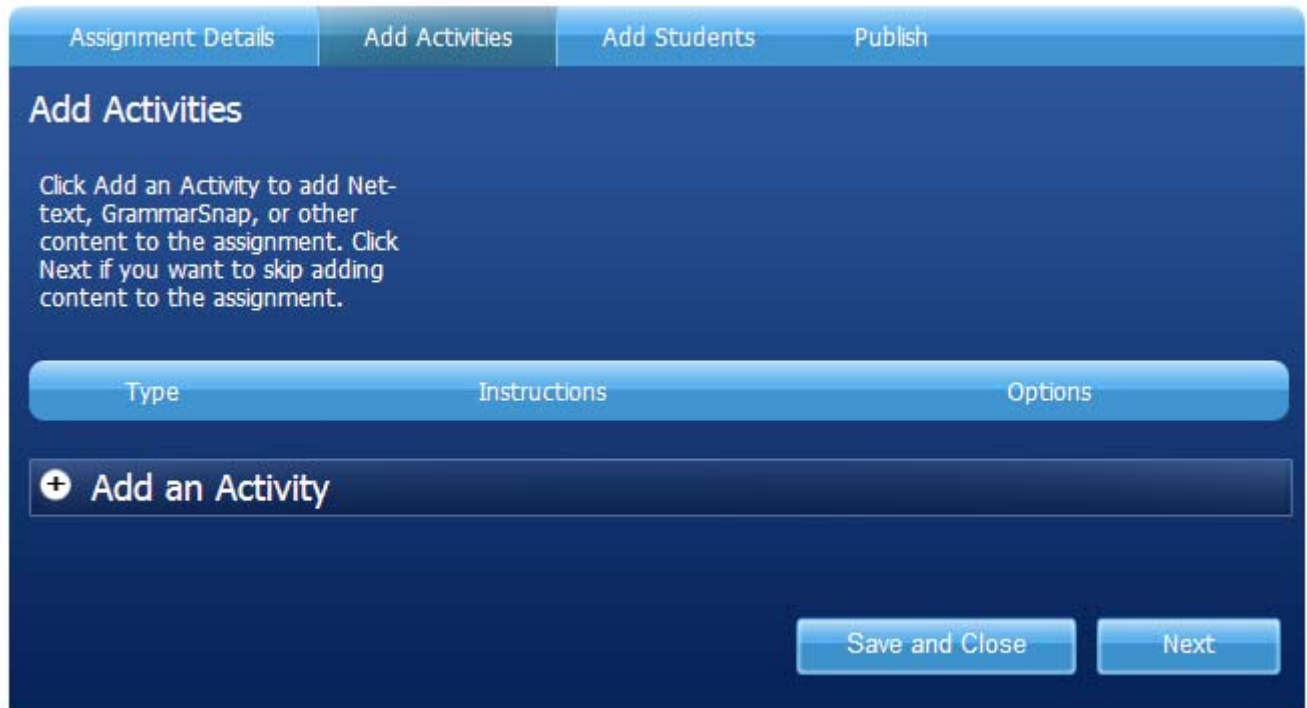
Enter the title in the Title field.	
Enter instructions for your students where indicated.	
When you finish adding details to the assignment, you can save and close the Create Assignment wizard or add activities to the assignment.	

To save and close the Create Assignment wizard, click Save and Close .	
To add activities to the assignment, click Next .	

8.3 Add Activities to the Assignment

When you click **Next** in the **Create Assignment** wizard, the **Add Activities** tab appears, as shown in Figure 8-2.

If you clicked **Save and Close** in the Create Assignment wizard, you can click **Edit** and then the **Add Activities** tab to access this feature.


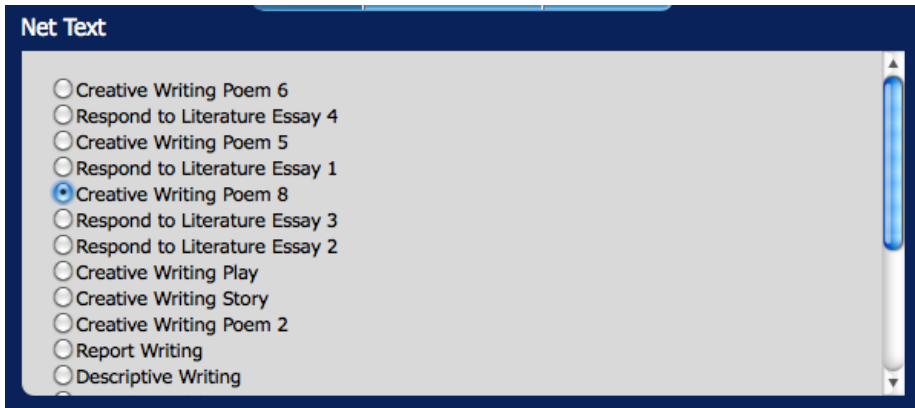
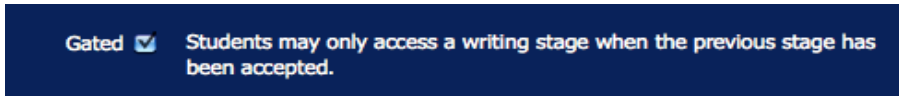



The screenshot shows the 'Add Activities' tab selected in a navigation bar at the top. Below the navigation bar, the title 'Add Activities' is displayed. A text box provides instructions: 'Click Add an Activity to add Net-text, GrammarSnap, or other content to the assignment. Click Next if you want to skip adding content to the assignment.' Below this, there are three tabs: 'Type', 'Instructions', and 'Options'. A large button labeled '+ Add an Activity' is prominently displayed. At the bottom right, there are two buttons: 'Save and Close' and 'Next'.

Figure 8-2. Add Activities tab


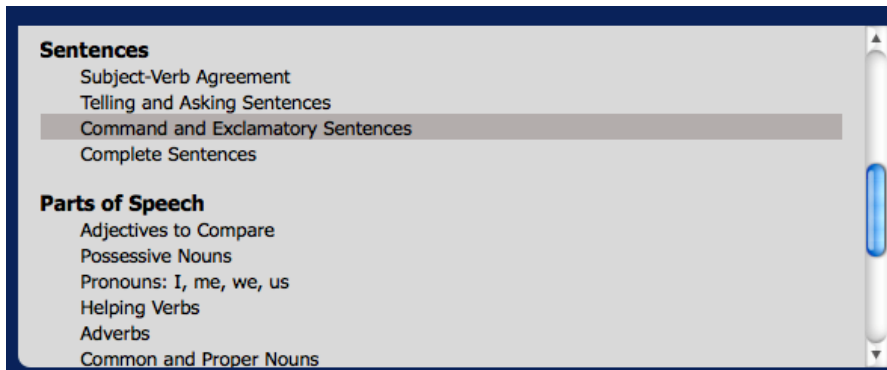
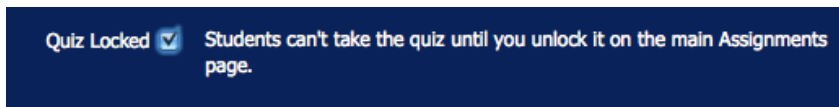

You can add an assignment you have created in Net-text, a GrammarSnap activity, or a custom activity that you create.

8.3.1 Add a Net-text Activity

Click the Net-text tab at the top of the Add an Activity screen.	
Select the Net-text assignment that you want to assign.	
If you want to accept a student's work for each writing stage before the	

student moves to the next stage, check the Gated check box.	
When you finish making your Net-text selection, click Save . If you do not want to proceed, click Cancel .	

8.3.2 Add a GrammarSnap Activity

Click the GrammarSnap tab at the top of the Add an Activity screen.	
Select the GrammarSnap activity that you want to assign.	
If you want to lock the quiz, check the Quiz Locked check box.	
When you finish making your GrammarSnap selection, click Save . If you do not want to proceed, click Cancel .	

The activities that you have selected for the assignment are listed on the **Add Activities** screen, as shown in Figure 8-3.

Add Activities

Click Add an Activity to add Net-text, GrammarSnap, or other content to the assignment. Click Next if you want to skip adding content to the assignment.

Type	Instructions	Options
<input type="radio"/>	<u>Command and Exclamatory Sentences</u> Command and Exclamatory Sentences	Delete Edit
<input type="radio"/>	<u>Introduction</u> Writing guidelines for your poem	Delete Edit
<input type="radio"/>	<u>Capitalization</u> Capitalization	Delete Edit

+ Add an Activity

[Delete Assignment](#)
Save and Close
Next

Figure 8-3. Add Activities screen showing activities selected

8.4 Assign Activities

You can assign activities for the whole class, individual students, or groups of students. To manage assignments, click the **Add Students** tab, as shown in Figure 8-4, on the **Add Assignments** screen.

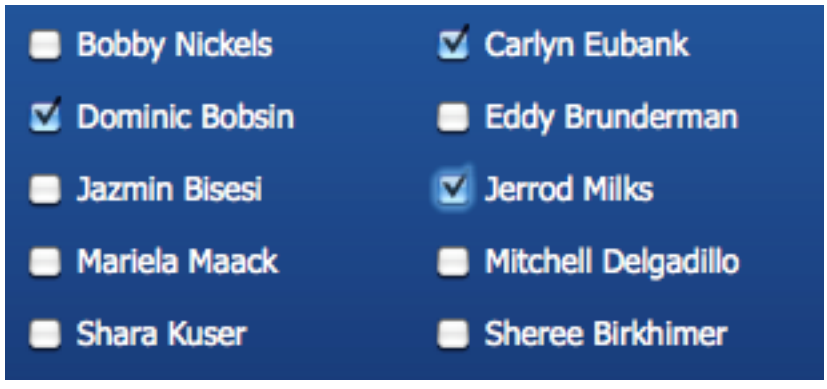
Assignment Details
Add Activities
Add Students
Publish

Figure 8-4. Add Students tab on Add Assignments screen



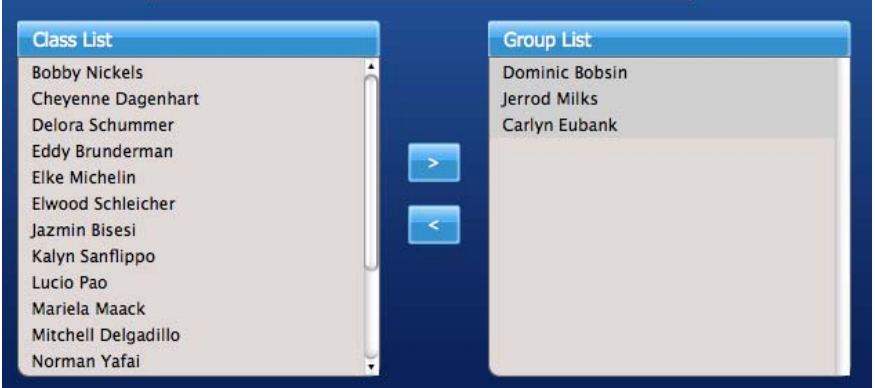

8.4.1 Assign Activities to Class

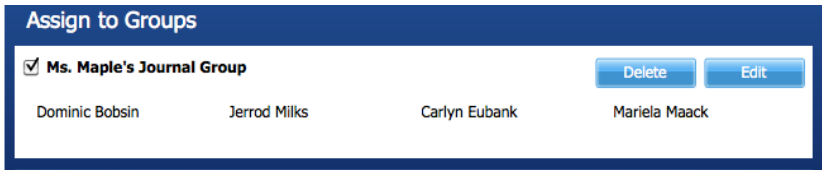
To assign an activity to the whole class, check the **Assign to whole class** check box, and then click either **Save and Close** or **Next**.

Add Students
☐ Assign to whole class


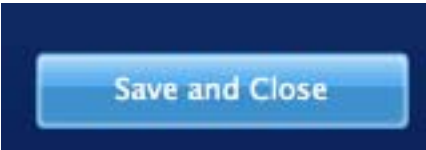

<p>To assign an activity to individual students, check the box next to each student's name, and then click either Save and Close or Next.</p>	 <p>A screenshot of a blue interface showing a list of student names with checkboxes. The names are arranged in two columns. In the first column, Bobby Nickels, Jazmin Bisesi, Mariela Maack, and Shara Kuser have unchecked checkboxes. In the second column, Carlyn Eubank, Eddy Brunderman, Jerrod Milks, Mitchell Delgadillo, and Sheree Birkhimer have unchecked checkboxes. Dominic Bobsin has a checked checkbox.</p>
---	---

8.4.2 Assign Activities to Groups

<p>Click Add Group on the Add Students screen.</p>	 <p>A blue button with a white plus icon and the text "Add Group".</p>
<p>Give the group a title by typing into the Group Title box.</p>	 <p>A blue header "Create a group" followed by a text input field labeled "Group Title:".</p>
<p>To select the students for the group, click the student name, and then click the right arrow to send the student to the Group List.</p>	 <p>A screenshot of the student selection interface. It shows two lists: "Class List" on the left and "Group List" on the right. The "Class List" contains names: Bobby Nickels, Cheyenne Dagenhart, Delora Schummer, Eddy Brunderman, Elke Michelin, Elwood Schleicher, Jazmin Bisesi, Kalyn Sanflippo, Lucio Pao, Mariela Maack, Mitchell Delgadillo, and Norman Yafai. The "Group List" contains: Dominic Bobsin, Jerrod Milks, and Carlyn Eubank. Between the lists are two blue arrows, one pointing right and one pointing left.</p>
<p>To remove a student from a group, click the student's name on the Group List and click the left arrow. This sends the student back to the Class List.</p>	
<p>When you finish creating the group, click Save. To exit from adding a group without saving, click Cancel.</p>	 <p>Two blue buttons: "Cancel" and "Save".</p>

<p>Once you have a group created, it appears in your Assign to Groups list. Click the group to which you want to assign the activity.</p>	
---	--

When you finish adding students to an activity, you can choose to delete the assignment, save it without publishing it to the students, or send the assignment to the students.

<p>Click Delete Assignment to delete the assignment.</p>	
<p>Click Save and Close to save the student assignments without sending them to students.</p>	
<p>Click Next to publish the assignments by sending them to the selected students.</p>	

8.5 Manage Peer Reviews

Net-text allows you to review your students' work and provide feedback. It also allows students to review one another's work. This section outlines how you manage students' peer reviews of one another's assignments. In the Net-text peer review process, a student is paired with another student or students and they review one another's essays. Feedback is then incorporated into the essay before the student submits it to you, at the end of the revision stage. You can choose to moderate your students' reviews of one another's work. When you moderate reviews, you must review student comments at the Write Peer Review stage before they are sent to the author. If you consider a review inappropriate, you can reject it and return it to the reviewer.

You can choose to have a peer review task appear as part of the assignment, and you can choose whether you want to moderate it.

The Manage Peer Review tab appears if you add a Net-text activity on the Add Activity tab. If you remove the Net-text assignment, then the Manage Peer Review tab will no longer be visible.

To manage peer review, click the **Manage Peer Review** tab, as shown in Figure 8-5:



Figure 8-5. Peer Review tab

To enable Peer Review for an assignment, click the **Enable Peer Review for Assignment** check box.

Moderating Peer Review allows you to read and approve student comments before they are published. To moderate the Peer Review process, click **Enable Peer Review moderation** check box.

You can either use custom Peer Review pairs or have them automatically generated for you.

To use custom pairs, select

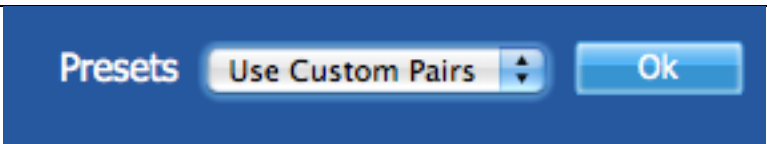
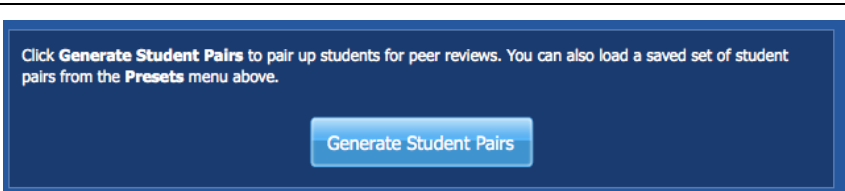
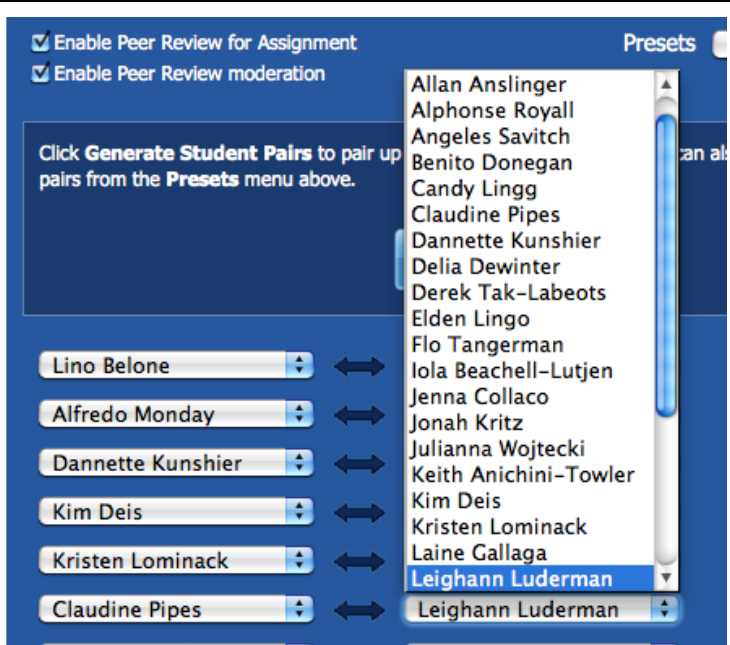

Manage Peer Review

- ☒ Enable Peer Review for Assignment
- ☒ Enable Peer Review moderation

Presets

Use Custom Pairs

Ok

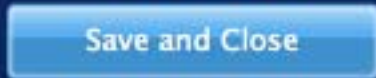

<p>Use Custom Pairs from the Presets dropdown and click OK.</p>	
<p>If you would like the system to generate pairs for you, click Generate Student Pairs.</p>	
<p>You can alter the pairings by clicking on the student's name you want to change and then selecting a new student from the dropdown list.</p>	
<p>When you finish setting the Peer Review options, click Save as Preset, Save and Close, or Next.</p> <p>Save as Preset saves the pairings so they can be used again in another assignment.</p> <p>Save and Close saves the options for this assignment and closes the screen.</p> <p>Next takes you to the Publish tab.</p>	

8.6 Publish Assignment

When you are ready to send an assignment to students, click **Next** on the **Add Students** screen. You can also view the **Publish** screen by clicking the **Publish** tab.

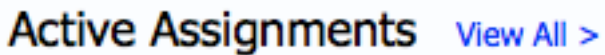



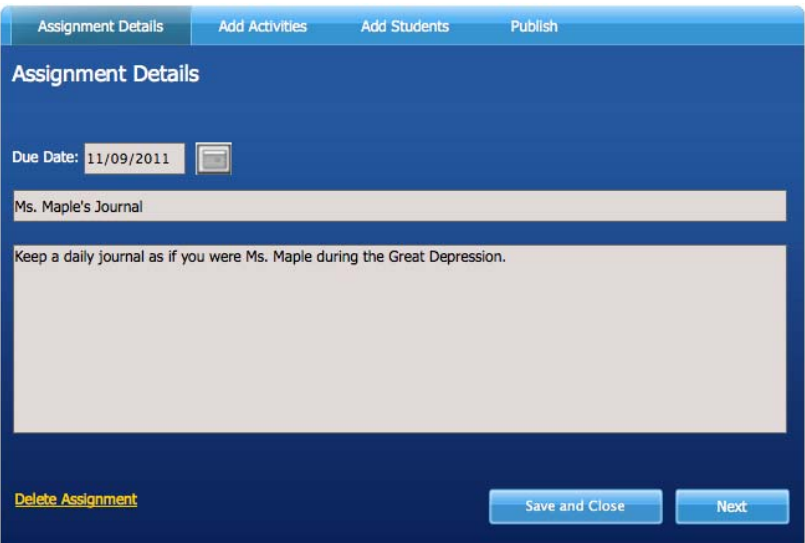

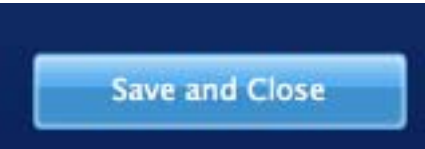

Figure 8-6. Publish tab

Click Save and Close to save the student assignments without sending them to students.	
Click Publish to publish the assignments by sending them to the selected students.	

8.7 Edit, Copy, or Delete Assignment

You can edit, copy, or delete an assignment at any time.

Select the assignment from the list by clicking View All next to Active Assignments on the dashboard.	
Scroll through the list of active assignments until you find the one you want, and then click the assignment.	
The assignment is highlighted at the top of the list on the upper right. To delete or edit the assignment, click Edit .	

<p>Clicking Edit takes you to the Add Assignment Details screen, where you can delete the assignment or change the assignment details.</p>	
<p>To delete the assignment, click Delete Assignment on the Assignment Details screen.</p>	
<p>To edit the assignment, change the assignment details on the Assignment Details screen. When you finish making changes, click Save and Close.</p>	
<p>To copy the assignment, click Copy next to the assignment in the Active Assignments list.</p>	

8.8 Review Student Progress

You can monitor student progress on an assignment, including how many activities have been completed out of the total assigned, any actions that need to be completed, notes to the student about the assignment, due date and completion date, and final grade.

Ms. Maple's Journal

Due: Nov 9, 2011

Keep a daily journal as if you were Ms. Maple during the Great Depression.

Settings:
Peer Review: Off | Edit
Stage Gating: Off | Edit
GrammarSnap Quiz: Locked | Edit

No Actions

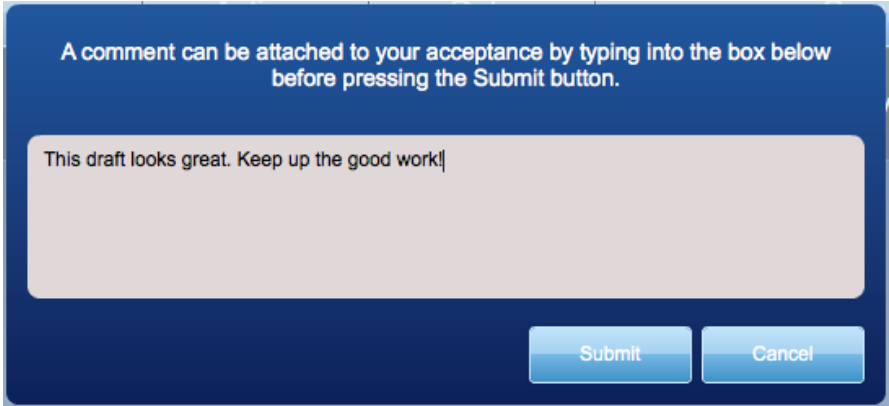
Student	Progress	Actions	Completed	Notes	Final Grade
Carlyn Eubank	0/1 <div>Not Started</div>	!	- / - / -	Add Note	Grade (optional)
Dominic Bobsin	0/1 <div>Not Started</div>	!	- / - / -	Add Note	Grade (optional)
Jerrod Milks	0/1 <div>Not Started</div>	!	- / - / -	Add Note	Grade (optional)
Mariela Maack	0/1 <div>Not Started</div>	!	- / - / -	Add Note	Grade (optional)

Figure 8-7. Student Progress

8.9 Accept or Reject Student Submissions

When students submit assignments, you have the option to accept or reject the assignments.


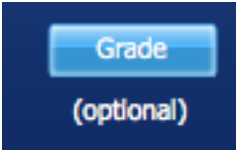
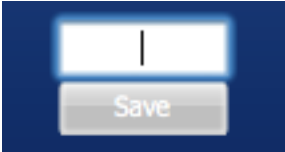
<p>The assignment screen will indicate when a student has submitted an assignment. Click the link in the Actions column to view the student's work.</p>	<div> <div>You have 1 action to attend to</div> <table> <thead> <tr> <th>Student</th> <th>Progress</th> <th>Actions</th> <th>Completed</th> <th>Notes</th> <th>Final Grade</th> </tr> </thead> <tbody> <tr> <td>dfdf dfdf</td> <td>2/7 <div>In Progress</div></td> <td> Review Draft Submission</td> <td>- / - / -</td> <td> Add Note</td> <td>Grade (optional)</td> </tr> </tbody> </table> </div>	Student	Progress	Actions	Completed	Notes	Final Grade	dfdf dfdf	2/7 <div>In Progress</div>	Review Draft Submission	- / - / -	Add Note	Grade (optional)
Student	Progress	Actions	Completed	Notes	Final Grade								
dfdf dfdf	2/7 <div>In Progress</div>	Review Draft Submission	- / - / -	Add Note	Grade (optional)								
<p>To accept an assignment, click Accept. To reject an assignment and send it back to the student, click Reject.</p>	<div> <div>Once you have completed the review, please reject or accept the student's submission.</div> <div> Accept Reject </div> <table> <thead> <tr> <th>Author</th> <th>Action</th> <th>Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td> dfdf dfdf</td> <td>Submission</td> <td>Aug 17, 2011, 03:04PM</td> <td>Here's my first draft.</td> </tr> </tbody> </table> </div>	Author	Action	Date	Comments	dfdf dfdf	Submission	Aug 17, 2011, 03:04PM	Here's my first draft.				
Author	Action	Date	Comments										
dfdf dfdf	Submission	Aug 17, 2011, 03:04PM	Here's my first draft.										

<p>Add feedback for a student on the screen that appears when you click Accept or Reject. Click Submit to send feedback to the student.</p>	
--	--

8.10 Feedback and Grading

For any assignment, you can provide an assignment grade to each student. You can also save comments about the student's work.

8.10.1 Grade an Assignment

<p><i>To provide a grade for an assignment, find the student's name.</i></p>	
<p>Click Grade.</p>	
<p>A box appears. Type the student's grade in the box, and then click Save.</p> <p>Grades can be written in multiple formats, for example, 85%, 5/10, B+.</p>	

8.10.2 Save Comments About Student's Work

<p>On the assignment screen, find the student about whom you want to write a note.</p>	
<p>Click the Add Note link.</p>	
<p>In the new window, type the note about the student's work. When you finish, click Save.</p>	
<p>Your note will be visible only to you. For information on how to provide comments to students, see section 6.4.</p>	

9. Portfolio

The Portfolio displays the essays a teacher or student has made available to others in their network, for example, in their class or group. It allows visitors to your Profile page to browse through the essays in your Portfolio, and to view any essay in more detail.



Once you add an essay to your Portfolio and choose to make it publicly available, any student or teacher in your network can view it and comment on it or rate it.

You and your students can share Net-text assignments and assignment details in the Portfolio. You can use your Portfolio to store and share sample essays and sample answers with your students. Your students can use the Portfolio to store their essays and to share selected essays with one another.

In this section, you will find out how to:

- Open and manage your Portfolio.
- Save sample essays in your Portfolio and choose whether to make them public or private.
- Review student work comments on your Portfolio samples and accept, reject, or report comments.
- Close your Portfolio.

9.1 Open and Manage Your Portfolio

To open the portfolio, click the Portfolio icon on the dashboard.	
You can also open your Portfolio by clicking Manage Portfolio on your Profile page.	

You can manage the documents in your Portfolio on the Manage Your Portfolio screen. You can choose the documents you want to include in your Portfolio, and decide if you want to make documents public or private.

9.2 Save Write-Alongs in Portfolio


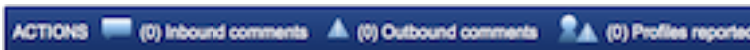
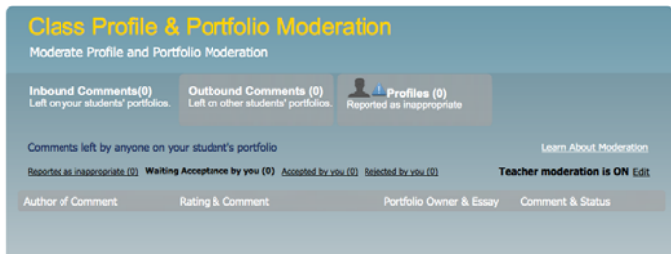
Write-Alongs are sample essays that you create for your students. You can save your Write-Alongs in your Portfolio so your students can view them. When you publish a Write-Along, it is saved by default to your Portfolio.

Your students can publish their completed Net-text assignments to their Portfolios, and they can comment on one another's writings. You can choose to moderate such comments to ensure that they are appropriate and constructive.

9.3 Manage Peer Reviews

When students participate in peer reviews, they can leave comments on one another's work. You can moderate comments so that you can review these comments, and accept or reject them. You can choose to moderate comments, in which case you will receive a notification when a student leaves a comment on another student's Portfolio.

If you choose not to moderate comments, you can still view your students' comments, and a student can report an inappropriate comment to you. You can enable or disable moderation at any time.

<p>1. Click the My Class icon or Manage Class on the dashboard.</p>	
<p>2. The Actions header will tell you if you have any inbound comments (comments coming to you from students), or outbound comments (comments from you to students). The header will also tell you if any comments have been flagged for your attention as inappropriate.</p> <p>Clicking on any of these actions will take you to the Class Profile & Portfolio Moderation screen.</p>	
<p>3. On the Class Profile & Portfolio Moderation screen, you can review comments made by students on one another's work.</p>	
<p>4. Select the comment you want to view from the list. The comment opens in a new window. You can accept or reject the comment.</p>	

9.3.1 Accepting and Rejecting Comments

- Click **Accept** to publish the comment on the student's Portfolio.
- If you click **Reject**, the comment remains unpublished. You can write a note to the student explaining why you rejected the comment.
- If a student considers another student's comment to be inappropriate or offensive, the student can report it to you.
- If a student persists in making inappropriate comments, you can prevent that student from making comments on other students' work.

9.4 Close Portfolio

When you finish working with your Portfolio, click the dashboard icon to return to the dashboard.

10. Interactive Whiteboard Lessons

Write Source Online includes a collection of whiteboard-ready lessons that accompany the Net-text writing activities. These lessons use the interactive features of classroom whiteboards, and as a teacher, you can choose lessons to pair online assignments with whole group instruction.

In this section, find out how to:

- Launch the Interactive Whiteboard.
- Choose one of the English or Spanish lessons to display on the board.
- Download a lesson to your computer.
- View a lesson online.
- Make full use of the interactive features of the lesson.
- Close the Interactive Whiteboard.

10.1 Launch Interactive Whiteboard

Click the **Interactive Whiteboard** icon on the dashboard to launch the collection of whiteboard-ready lessons.



10.2 Display Interactive Whiteboard Lesson

Click one of the topics on the left to display the first page of the lesson for that topic.



10.3 Download Lesson

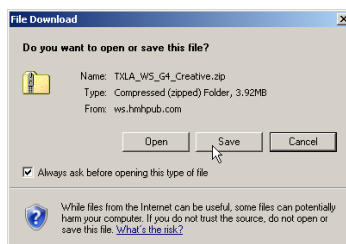
1. On the left pane, click the lesson you want to download.



2. To save the lesson to your computer, click **Download**.






3. In the **File Download** dialog box, click **Save**.



4. On your computer, select the folder where you want to store the files.



10.4 View Lesson Online

<p>1. On the left pane, click the lesson you want to view.</p>	
<p>2. Click View Online.</p>	
<p>3. If a message appears requesting that you install or update Adobe Flash Player, click Yes.</p>	
<p>4. Another browser window opens, and the lesson you have selected appears.</p>	

10.5 Features of Interactive Whiteboard Lessons

The *Write Source Online* Interactive Whiteboard lessons are designed to be a whole class learning experience, moderated by the teacher. During the lesson, teachers and students interact with the Interactive Whiteboard content, resulting in a rich and engaging learning experience.

In *Write Source Online*, there is an Interactive Whiteboard lesson for each *Write Source* unit at each grade level.

The menu at the top of the screen is designed to let you go to the main sections of the lesson from anywhere in the lesson. The student activities are on the lower half of the screen, so students can reach them. If the student needs to navigate through the screens, you can position the navigation toolbar so that it appears in the lower part of the screen.

10.5.1 Interactive Whiteboard Menu

The menu items are as follows:

- Contents
- Introduction
- Writer's Model
- Skills Activities
- Your Turn!
- Wrap Up
- Glossary

In addition to navigation, the menu also shows you where you are within a lesson. In Figure 10-1, you can clearly see you are in the Writers' Model section of this Interactive Whiteboard lesson.



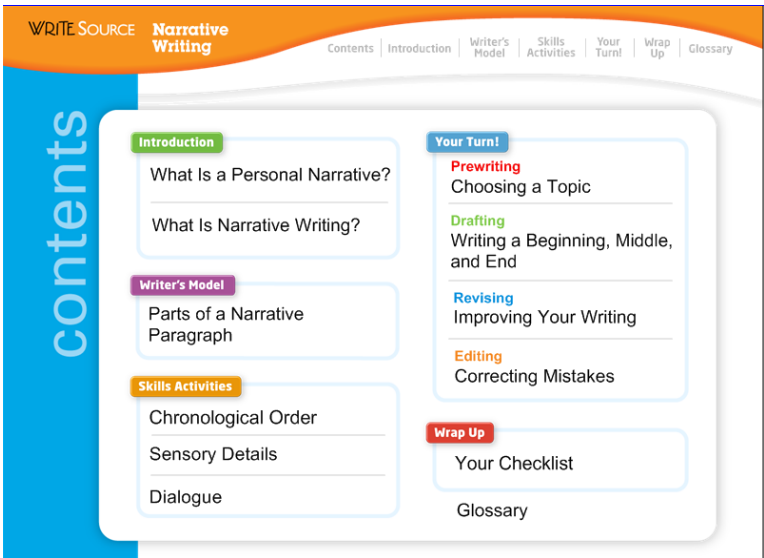
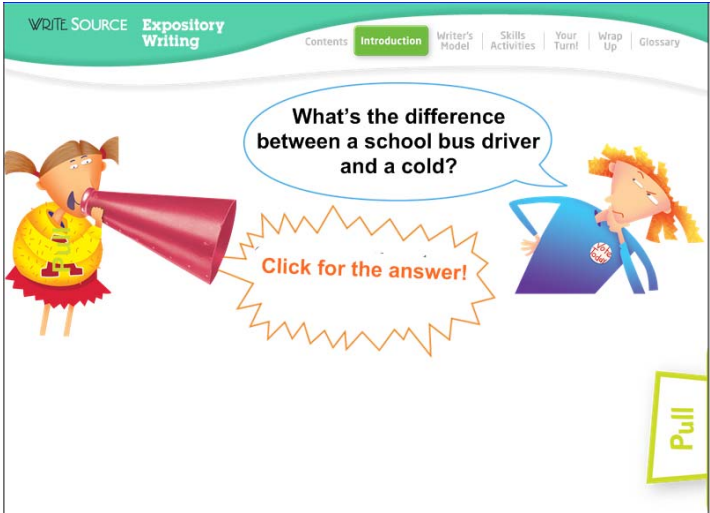
Figure 10-1. Interactive Whiteboard menu

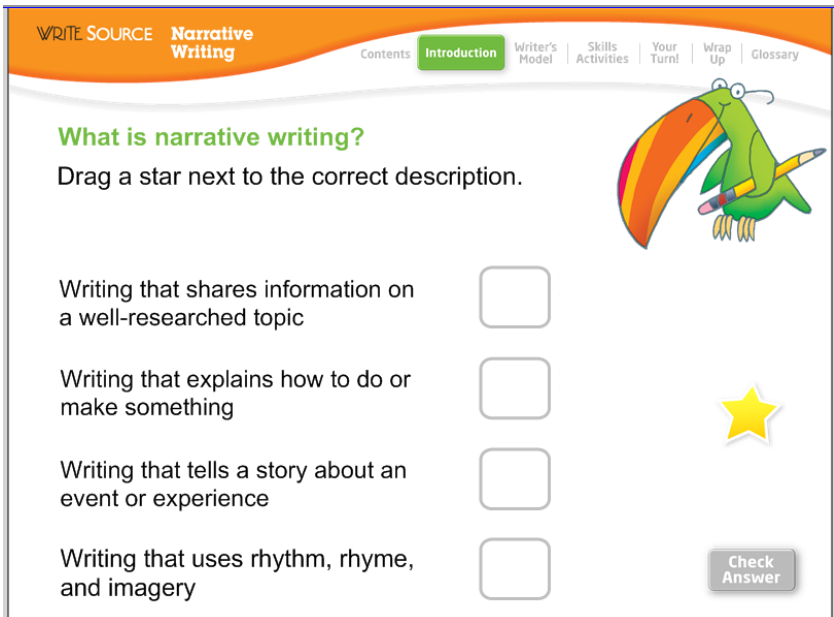
10.5.2 Lesson Structure

Opening Screen

The first screen you see when you launch the Interactive Whiteboard lesson. The purpose is to engage the students and welcome them to the lesson.



<p>Contents</p> <p>Shows all of the key elements of the lesson. You can go to lesson sections or individual screens within each section.</p>	
<p>Introduction</p> <p>Contains two screens that introduce the student to the writing genre: the overview screen and the follow-up activity screen.</p>	
<p>Overview</p> <p>Provides students with a basic understanding of the genre.</p> <p>The content in this screen is divided into easy-to-learn sections for the student. The teacher controls when each section is presented to the students. When the teacher clicks, the next section fades on screen.</p>	

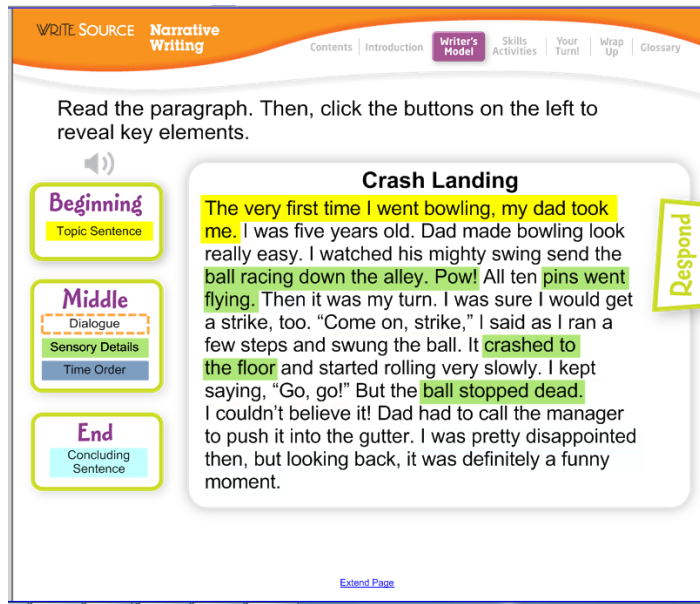
<p>Follow-up Activity</p> <p>The Overview is followed by an interactive screen designed to reinforce or extend the student's understanding of the writing genre.</p>	
<p>Writer's Model</p> <p>The teacher or student clicks items on the screen to highlight the key parts of a model paragraph.</p> <p>The section consists of at least two screens: a splash screen and a model paragraph.</p>	
<p>The purpose of the splash screen is to indicate the start of the section and to give the purpose of the section.</p>	

Model Paragraph

Presents a paragraph and discussion prompt on its parts for the writing form.

The sample paragraph screen includes a menu to navigate to the sections of the paragraph, and a path to navigate to the parts that will be highlighted in the model.

If the paragraph is longer than the screen size, a scroll bar allows you to scroll up or down to view the full paragraph.



WRITE SOURCE **Narrative Writing** Contents Introduction **Writer's Model** Skills Activities Your Turn! Wrap Up Glossary

Read the paragraph. Then, click the buttons on the left to reveal key elements.

Beginning
Topic Sentence

Middle
Dialogue
Sensory Details
Time Order

End
Concluding Sentence

Crash Landing

The very first time I went bowling, my dad took me. I was five years old. Dad made bowling look really easy. I watched his mighty swing send the ball racing down the alley. Pow! All ten pins went flying. Then it was my turn. I was sure I would get a strike, too. "Come on, strike," I said as I ran a few steps and swung the ball. It crashed to the floor and started rolling very slowly. I kept saying, "Go, go!" But the ball stopped dead. I couldn't believe it! Dad had to call the manager to push it into the gutter. I was pretty disappointed then, but looking back, it was definitely a funny moment.

Respond

[Extend Page](#)

Skills Activities

Includes a splash screen with introductory text, and a number of screens with interactivities that enable the student to explore and practice the core skills for each lesson. The introduction screen will outline which writing form skills the students are going to learn.

The individual skills activities are distinct. However, there can be a theme to the activities.



WRITE SOURCE **Expository Writing** Contents Introduction **Writer's Model** **Skills Activities** Your Turn! Wrap Up Glossary

Now, let's learn some skills for writing an expository paragraph!

Your Turn!

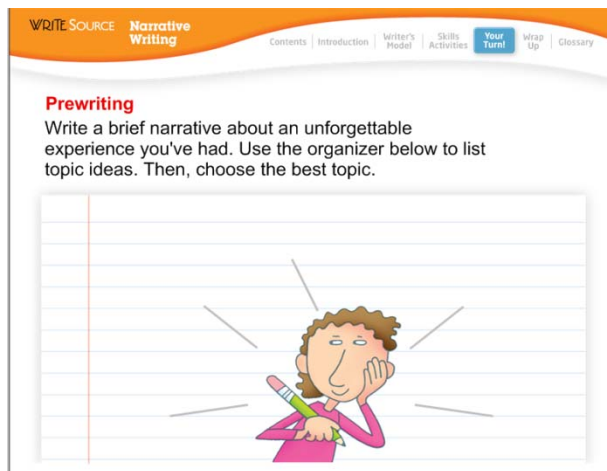
Guides students to write their own paragraphs offline using the *Write Source* methods. It encourages students to apply the skills from the section when writing their own paragraphs.



Prewriting

Helps teachers and/or students to use the *Write Source* methods.

Includes a screen that encourages an important aspect of prewriting for that form and grade, such as topic selecting or gathering details. It supports the key skill in the *Write Source* section for the writing form.



Drafting

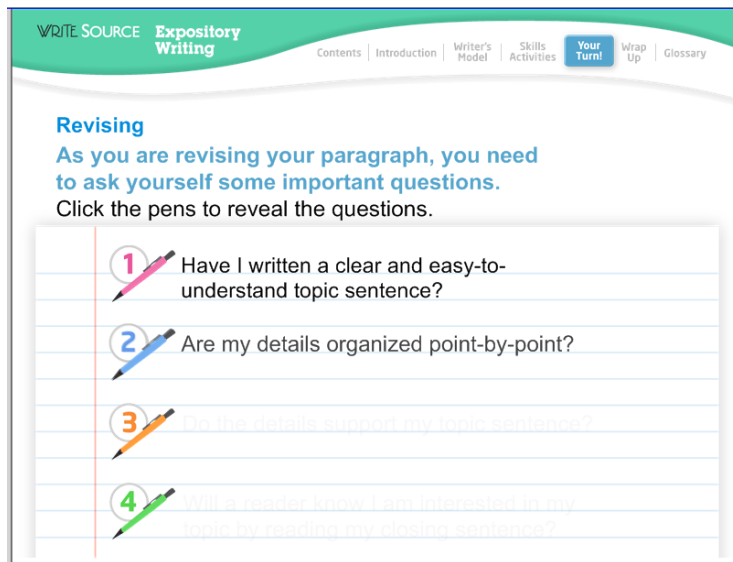
Guides the students on drafting their paragraph using the best practices in the *Write Source* book.



Revising

Guides the students on revising a paragraph; includes the following:

- Introductory sentence outlining the purpose of the step in the writing process
- Prompt on how to interact with the screen



WRITE SOURCE Expository Writing

Contents | Introduction | Writer's Model | Skills Activities | **Your Turn!** | Wrap Up | Glossary

Revising

As you are revising your paragraph, you need to ask yourself some important questions.

Click the pens to reveal the questions.

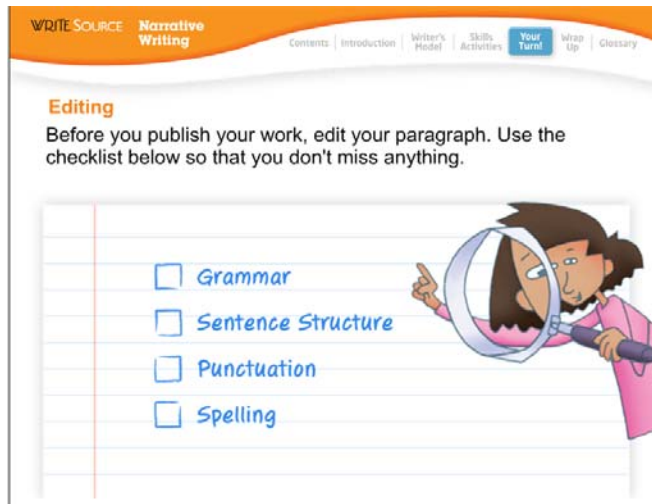
- 1 Have I written a clear and easy-to-understand topic sentence?
- 2 Are my details organized point-by-point?
- 3 Do the details support my topic sentence?
- 4 Will a reader know I am interested in my topic by reading my closing sentence?

Editing

Guides the students on editing a paragraph.

For lower grades, the screen includes the following:

- Introductory sentence outlining the purpose of the step in the writing process
- Indications of when the students or teacher should work on their own paragraph
- Prompt on how to interact with the screen



WRITE SOURCE Narrative Writing

Contents | Introduction | Writer's Model | Skills Activities | **Your Turn!** | Wrap Up | Glossary

Editing

Before you publish your work, edit your paragraph. Use the checklist below so that you don't miss anything.

- ☐ Grammar
- ☐ Sentence Structure
- ☐ Punctuation
- ☐ Spelling

For higher grades, the screen consists of the following:

- Introductory sentence, outlining the purpose of the step in the writing process
- Prompt on how to complete the activity
- Pullout tab for tips
- Check Answers button that displays the paragraph with annotation marks

WRITE SOURCE Expository Writing

Contents | Introduction | Writer's Model | Skills Activities | Your Turn | Wrap Up | Glossary

Editing
It's time to check for errors and conventions.
Use the Pen tool to edit the sample paragraph below. Then, edit your own writing.

Knowing how to avoid high-fat foods is important. This will help you make healthy choices. This applies to eating at fast food restaurants. This also applies to when you are cooking at home. One way to achieve this is to make sure your meal includes food from the four main food groups. Vegetables are important part of every meal. Finally, check the nutritional information of the food you are eating. Another way is to avoid deep-fried foods. Saturated fat is not good for you. Trans-fats and hydrogenated oil isn't either.

Tips

Check Answer

WRITE SOURCE Expository Writing

Contents | Introduction | Writer's Model | Skills Activities | Your Turn | Wrap Up | Glossary

Editing
It's time to check for errors and conventions.
Use the Pen tool to edit the sample paragraph below. Then, edit your own writing.

Knowing how to avoid high-fat foods is important. This will help you make healthy choices. This applies to eating at fast food restaurants. This also applies to when you are cooking at home. One way to achieve this is to make sure your meal includes food from the four main food groups. Vegetables are important part of every meal. Finally, check the nutritional information of the food you are eating. Another way is to avoid deep-fried foods. Saturated fat is not good for you. Trans-fats and hydrogenated oil isn't either.

Tips

Back to Lesson

Wrap Up

Indicates the end of the main slides.

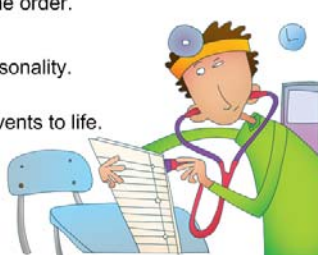
It summarizes key points about the writing form, in list format. It does not require interaction with the screen.

WRITE SOURCE Narrative Writing

Contents | Introduction | Writer's Model | Skills Activities | Your Turn | Wrap Up | Glossary

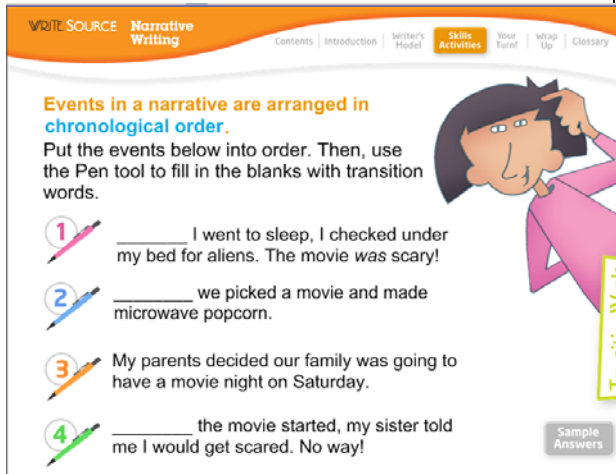
You've now written your narrative paragraph. How did you do?
Read the list below and check your work against the guidelines.

- 1 Focuses on one experience.
- 2 Events are organized in time order.
- 3 Dialogue is used to show personality.
- 4 Sensory details bring the events to life.
- 5 The ending explains why the experience is unforgettable.



10.5.3 Interactivity Screens

Interactivity screens let teachers and students actively engage with the learning material. Interactivities either are *closed*, where there is only one right answer, or *open*, where a number of possible responses are correct. The question type depends on the activity.

<p>The prompt tells the student what to do, for example to identify examples of narrative writing. Prompts should always tell the student how to complete the interactivity. Examples include:</p> <ul style="list-style-type: none"> Click the boxes to the left to show the key parts of the narrative paragraph. Drag a star to show which statements describe narrative writing. 	
<p>Feedback and Sample Answers display correct or sample answers to which students can compare their own responses. Where an activity has no right or wrong answer, then no sample or correct answer is presented.</p> <p>When an interaction is closed, a Check Answer button displays. When the student clicks it, the correct answer appears. Where appropriate, Check Answer information will also tell the student <i>why</i> the correct response is correct.</p>	
<p>When an interaction is open, a Sample Answer button appears as part of the question. When the student clicks the Sample Answer button, the sample answer appears in a new screen. Students click Back to Lesson to return to their original location.</p>	

10.5.4 Types of Interactivities

The following are the types of interactivities available in *Write Source Online* Interactive Whiteboard lessons.

Matching (Drag and Drop)	The student drags each option to its correct location to create a match or pair. The number of options that can be used depends on their size.
Matching (Pen)	The student uses the pen to draw a line between options on both sides

	to show they are a match or pair.
Sorting/Categorizing	The student uses drag and drop to sort options into two or more boxes. An example of this is to sort parts of speech into appropriate boxes.
Ordering	The student drags and drops options into a given order or sequence. The options can be arranged horizontally or vertically on the screen.
Multiple Choice Question	The student selects one or more correct answers from a selection of four to six options. The options can be text or images. Feedback is displayed as a small red x or a green checkmark, along with text that explains why an incorrect answer is not correct.
Writing	The student writes the answer directly on the whiteboard using the pen. Because handwriting can be time consuming, writing interactions should be used only when the student has to write words and sentences. Whole paragraphs should be avoided, particularly for Grades 1–5.
Fill In the Blank (Writing)	A fill-in-the-blank interactivity is a type of writing interaction, where the student uses the pen tool to write words or phrases to fill in the blank(s) in a piece of text.
Fill In the Blank (Drag and Drop)	A fill-in-the-blank (drag and drop) interactivity is a closed interaction, where the student drags words into blanks to complete a piece of text.

10.5.5 Glossary

A *keyword* is a defined word or phrase within a lesson that a student should be able to recall when he or she finishes the lesson. When a keyword displays for the first time in a lesson, it is displayed in larger font, contrasting color, and bold so that it clearly stands out from the text around it.

When a student clicks a keyword, it opens the Glossary entry for that word. When the student clicks **Back to Lesson**, it returns him or her to the screen with the clickable keyword.

10.6 Close Interactive Whiteboard

To close the Interactive Whiteboard and return to the dashboard, click **Close**.